

82-738/1

## CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

16 SEP 1982

Mr. Arthur E. Fajans  
Acting Director of Information Security  
Office of the Deputy Under Secretary  
of Defense for Policy Review  
Department of Defense  
Room 3C260  
Pentagon  
Washington, DC 20301

Dear Mr. Fajans:

Forwarded herewith is a copy of the Agency Information Security Program Handbook that implements Executive Order 12356, National Security Information, and the Information Security Oversight Office directive.

I appreciated your sending me a copy of the Defense Department's proposed revision to the Information Security Program Regulation.

Sincerely,



Director of Information Services  
Directorate of Administration

STAT

Enclosure

DDA/OIS/RMD/RSB  br (30 August 1982)

STAT

## Distribution:

Original - Addressee

- 1 - D/OIS Subject wo/enc
- 1 - D/OIS Chrono wo/enc
- 1 - RSB Subject: E.O. 12356 wo/enc
- 1 - RSB Chrono wo/enc
- 1 - RCD

82-138/2

## CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

16 SEP 1982

Mr. Steven Garfinkel  
Director, Information Security  
Oversight Office (Z)  
General Services Administration  
18th & F Streets, N.W.  
Washington, DC 20405

Dear Mr. <sup>Steve</sup> Garfinkel:

Pursuant to Executive Order 12356, Section 5.2(3), we are forwarding  
copies of [ ] Agency Information Security Program, and [ ] Agency  
Information Security Program Handbook, for your review. [ ]  
implements the Executive order within the Agency, and [ ] prescribes  
the procedures for implementation.

STAT

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Sincerely,

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[ ]  
Director of Information Services  
Directorate of Administration

Enclosures

DDA/OIS/RMD/RSI [ ] :kw (14 September 1982)

STAT

## Distribution:

- Original - Addressee
- 1 - D/OIS Subject wo/enc
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- 1 - RSB Subject: E.O. 12356 wo/enc
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OIS Registry

82-238

OIS Registry  
82-2208

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

STAT

SUBJECT:

Request for Release of [ ] Agency Information  
Security Program and [ ] Agency Information  
Security Program Handbook

STAT

STAT

1. The Office of Information Services has received a request from the following individuals for copies of [ ]

STAT

- a. Mr. Steven Garfinkel  
Director, Information Security  
Oversight Office (Z)  
General Services Administration
- b. Mr. Arthur E. Fajans  
Acting Director of Information Security  
Office of the Deputy Under Secretary  
of Defense for Policy Review

2. [ ] are unclassified. Since regulatory issuances are promulgated for Agency employee use only, exceptions to make these issuances available outside the Agency must be approved by the Deputy Director for Administration.

STAT

Attachments:

A.  
B.

STAT

STAT

APPROVED:

STAT

Deputy Director for Administration

13 SEP 1982

Date

## Distribution:

- Original - Adse (To be rtd to RCD/OIS)
- 1 - DDA Subj w/o atts
  - 1 - DDA Chrono w/o atts
  - 1 - D/OIS Subj w/o atts
  - 1 - D/OIS Chrono w/o atts
  - 1 - RSB/RMD w/o atts
  - 1 - RCD Subj
  - 1 - RCD Chrono

AGENCY IMPLEMENTATION OF E.O. 12356

E.O. 12356 REQUIREMENTS

Section 1.5(b)-Agency heads may, for good cause, grant portion marking waivers for specified classes of documents.

Section 2.2-Agencies shall prepare classification guides.

Section 4.1(b)-Each Agency shall establish adequate controls to safeguard classified information.

AGENCY IMPLEMENTATION

OIS will prepare a memorandum to the Deputy Directors asking them to submit any requests for portion marking waivers. OIS will then prepare a consolidated memorandum for DCI approval.

The final draft of [ ] STAT Agency National Security Classification Guide is in Regulations Control Division for final coordination throughout the Agency and should be published on or before 1 August 1982.

[ ] Storage of STAT  
Classified Information or Material, prescribes the policies, authority, and responsibilities associated with the storage of classified information or material within the U.S. [ ] STAT  
Accountability and Handling of Collateral Classified Material, prescribes the policies, procedures and responsibilities associated with the accountability and handling of collateral classified material. [ ] STAT  
Domestic Courier Operations, Chapter III establishes procedures for the preparation, control and transmission of classified material.

E.O. 12356 REQUIREMENTS

Section 4.2-Agency heads may create special access programs to control access to, distribution and protection of particularly sensitive information.

Section 5.3(a)-Agencies shall designate a senior agency official to direct and administer their information security education program.

Section 5.3(b)-Agencies shall promulgate implementing regulations.

AGENCY IMPLEMENTATION

DCID 1/19, Uniform Procedures for Administrative Handling and Accountability of Sensitive Compartmented Information (SCI), and [ ] STAT Accountability of Classified Material Requiring Special Control, set forth policy, responsibilities, and procedures that govern the transmission, control and storage of Restricted Data, treaty organization material, cryptographic materials, and Sensitive Compartmented Information (SCI).

OIS has prepared a Headquarters Notice naming the DDA as the senior Agency official.

The Office of Security has a Security Education Group. [ ] Security Education STAT gives the Director of Security the overall responsibility for the security education program.

[ ] Agency Information Security Program, implements E.O. 12356 in the Agency. A revision to the current [ ] has STAT been sent to Regulations Control Division (RCD) for coordination throughout the Agency. It should be published on or before 1 August 1982.

[ ] Agency Information Security Program Handbook, STAT prescribes the procedures for implementing E.O. 12356 within the Agency. The revised handbook has been sent to RCD for Agency coordination and should be published on or before 1 August 1982.

E.O. 12356 REQUIREMENTS

Section 5.3(c)-Agencies shall establish procedures to prevent unnecessary access to classified information, including procedures that require a demonstrable need for access to classified information before initiating clearance procedures.

Section 5.3(d)-Agencies shall develop special contingency plans for the protection of classified information used in or near hostile or potentially hostile areas.

AGENCY IMPLEMENTATION

[ ] Security Clearances and Approvals, sets forth the authority, policy, criteria and investigative requirements governing CIA security clearances and approvals. [ ] STAT  
Special Clearances and Access Approvals, sets forth policy, responsibilities, procedures, and criteria concerning the issuance of special clearances and approvals required for access to special categories of information.

The Office of Security and the DDO are actively involved in emergency planning. These plans include surveys of field installations to reduce records holdings, training in the use of emergency destruction equipment, and a development program which will utilize minicomputers and word processors with the goal of establishing "paperless" field stations.